

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: NOVEMBER 12, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
SOKOL
MERLINO
DICKINSON
VANSELOW
WOOD
SIMPSON

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BROCK

CONOVER
FRASIER
SEEBER

COMMITTEE MEMBER ABSENT:

SUPERVISOR GIRARD

WESTCOTT

PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR
MIKE SWAN, COUNTY TREASURER
ROBERT BLAIS, MAYOR, VILLAGE OF LAKE GEORGE
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Taylor called the meeting of the Personnel Committee to order at 9:00 a.m.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Mr. Taylor commenced the Agenda review with Section III, Action Agenda. He noted that Item 1 pertained to a review by Gretchen Steffan, County Human Resources Director, of the report on tracking of salary implications for positions filled during the months of January through October 2014. Mr. Taylor noted that since Ms. Steffan had not yet joined the meeting, they would postpone review of this item until she arrived.

Moving on to Item 2, Mr. Taylor outlined a referral from the Criminal Justice Committee, *District Attorney*, requesting to amend Resolution Nos. 493 and 494 of 2014 to specify an hourly pay rate of \$24.81 for the Part-Time Investigator #4 (*not to exceed 20 hours per week*). He explained that the prior resolutions indicated an annual salary amount of \$20,642, but did not clarify the hourly rate for this position.

Motion was made by Mr. Simpson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the November 21st Board Meeting.

Mr. Taylor advised Agenda Items 3A and 3B consisted of referrals from the Health Services Committee, which he outlined as follows:

Item 3A - Request from the WIC (*Women, Infants, Children*) Department of the Public Health Division seeking to amend the Table of Organization to create and fill the new position of Public Health Educator Part-Time, not to exceed 24 hours per week, *Grade 14, Base Annual Salary of \$36,093, pro-rated to \$21,653*, effective retroactive to October 1, 2014. This is a non-mandated, Union position which will be completely State funded under the WIC program grant.

Item 3B - Request from Westmount Health Facility to amend the Table of Organization to create

and fill the new full-time position of Leisure Time Activity Aide #3, *Grade 3, Annual Base Salary \$24,699*, and delete the Leisure Time Activity Aide #2 part-time position effective November 24, 2014. This is a non-mandated, Union position for which 53% State reimbursement will be received.

With regards to Item 3A, Mr. Vanselow noted that the County was proposing to discontinue sponsoring the WIC program in order to transfer this role to Cornell Cooperative Extension (CCE) and he questioned whether the current WIC employees would be transferred to CCE with this change. Pat Auer, Director of Public Health/Patient Services, responded affirmatively. She explained that in the case of this request, additional staff time was required to complete a WIC project. Ms. Auer further explained that a current temporary employee would be used to complete the project; however, she added, that persons work hours would be increased from 20 per week to 24 per week for the duration of the project, requiring the position to be re-classified as part-time as per direction provided by the Personnel Office.

Motion was made by Ms. Wood, seconded by Mr. Simpson and carried unanimously to approve Item 3A and the necessary resolution was authorized for the November 21st Board Meeting.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to approve Item 3B and the necessary resolution was authorized for the November 21st Board Meeting.

Mr. Taylor announced Item 4 consisted of a referral from the Public Safety Committee, *Office of Emergency Services*, requesting to amend the Table of Organization to reclassify the existing Account Clerk position, *Grade 4, Annual Base Salary \$28,168*, to an Office Specialist, *Grade 7, Annual Base Salary \$32,338*, effective January 1, 2015.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the November 21st Board Meeting.

Mr. Taylor pointed out that Agenda Items 5A-C consisted of requests/items to be discussed by the County Administrator. He noted the absence of Paul Dusek, County Administrator, and advised that these items would be addressed when Mr. Dusek joined the meeting.

Continuing to Section IV of the Agenda, Mr. Taylor referred to the listing of vacancies approved for filling since the last Committee meeting, which were as follows:

County Administrator -

1. Confidential Secretary to the County Administrator, *Current Annual Salary \$42,000 - position to be filled at salary determined subsequent to a salary study*, due to resignation. This is a non-mandated, non-Union position that receives no reimbursements.

District Attorney -

1. 5th Assistant District Attorney, *Annual Base Salary \$49,729*, due to resignation. This is a non-mandated, non-Union position that receives no reimbursements. Authorization was also provided to fill any vacancies resulting from promotion.

Social Services -

1. Caseworker #6, *Grade 14, Annual Base Salary \$36,093*, due to resignation. This is a mandated, Union position which receives 50% Federal and 25% State reimbursements. Authorization was also provided to fill any vacancies resulting from promotion.

Ms. Steffan and Mr. Dusek entered the meeting at 9:05 a.m.

Mr. Dusek apologized for his late arrival and he proceeded to address Agenda Items 5A-C. Item 5A, he said, pertained to the extension of the compensatory time provision in the collective bargaining agreement with CSEA. Mr. Dusek advised that through a prior CSEA agreement the County had begun

allowing staff to accrue compensatory time in lieu of paid overtime through voluntary agreements between staff and department heads, with the condition that said compensatory time could not be carried over from year to year. He explained that during overtime events, staff were able to accrue compensatory hours that could be used as additional time off, saving the County the expense of paying out overtime wages. Mr. Dusek advised he had surveyed the departments that used the compensatory time provision, and found the arrangement was working well and he noted he had received an inquiry from the CSEA as to whether these provisions would be extended. Mr. Dusek commented that the provisions had been incorporated on a one-year trial basis to determine whether they would be beneficial, as well as to determine if there were any unforeseen issues. He apprised that the provision seemed to be working well and he would recommend that the compensatory time provision be extended through the remainder of the CSEA contract which would expire at the end of 2016. Mr. Dusek clarified that the County did not lose anything through this agreement as employees working overtime were still compensated at a time and a half rate, but they were able to meet this obligation by allowing time off, rather than a financial payout. He noted that in cases where employees were not able to use the accrued compensatory time by the end of the year, payment for the overtime hours accrued was made. Mr. Dusek advised that this arrangement was particularly useful in the DPW Division where staff earned compensatory time which they were able to use during slow times like between seasons or jobs. He concluded that although the County was required to compensate employees for any overtime worked, the compensatory time arrangement allowed this obligation to be met at a slight financial advantage for the County; he reiterated his recommendation to extend the arrangement through the close of 2016.

Mr. Taylor pointed out that it was probably difficult to use any compensatory time earned at the end of each year due to the snow and ice season when DPW crews were busy with plowing. Mr. Dusek acknowledged this situation did pose some difficulty and in cases where taking time off was not possible, financial payments were made; however, he added, the compensatory time provision did allow the opportunity to provide a cost savings in many cases. Mr. Dusek stated that by not allowing the accrued compensatory time to be rolled over from year to year they avoided a large payout scenario upon retirement or resignation.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to extend the compensatory time provision in the collective bargaining agreement with the CSEA through the end of 2016 and the necessary resolution was authorized for the November 21st Board Meeting.

Mr. Dusek advised both Items 5B and 5C pertained to the extension of food programs started for County employees, specifically the Tri-City Foods Co-Op program for the Health Services Division and the Juniper Hill Farm "farm to desk" program which was available for all employees. He explained that the Tri-City Foods Co-Op program was started with the Health Services Division on an experimental basis to determine whether the agreement would work. Mr. Dusek said he had spoken with Ms. Auer who advised the program was working well and that they would like it to be continued for another year. He apprised that the Juniper Hill Farm "farm to desk" program had been implemented on a wider basis for all County employees through the Wellness Committee. Mr. Dusek noted declining health insurance rates for 2015 and he said that while they could not definitively state that this type of program had contributed to the rate decrease, it was likely that the facilitation of wellness programs had helped. He concluded that he would recommend the extension of both programs, although he would suggest that the Tri-City Foods Co-Op program be restricted to the Health Services Department for one more year to ensure that no problems would be encountered, as well as to provide time to decide how it could be expanded to the rest of the County's employees.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to extend the program with Tri-City Foods Co-Op for the Health Services Division, as well as the program with Juniper Hill Farm for the "farm to desk" program for an additional year, and the necessary resolutions were authorized for the November 21st Board Meeting.

Returning to Agenda Item 1, Ms. Steffan provided an overview of the report on tracking of salary implications for positions filled during the months of January through October 2014. She noted that at Mr. Taylor's request, the report had been expanded to cover vacancies filled since the start of the year and she pointed out that when all of the financial implications of these positions were considered, a savings of \$235,427 to the County had been calculated. Ms. Steffan explained these savings were mainly attributed to the decrease in longevity pay; she added that there were also savings garnered from positions that remained vacant while searching for candidates to fill them, but said these amounts were hard to reflect in a report such as this one. Ms. Steffan advised they would continue to track the costs associated with vacancies filled through the close of 2014 and she asked whether her Department should continue to provide this report throughout 2015. Mr. Taylor advised he felt it would be sensible to do so, and the Committee agreed; Ms. Steffan responded that she would continue this reporting each month, as directed.

Mr. Taylor announced that an executive session would be necessary. Mr. Dusek clarified that the reason for the executive session was to discuss the employment history and work performance of particular employees in the Human Resources and Civil Service Department.

Motion was made by Mr. Sokol, seconded by Mr. Simpson and carried unanimously to enter into an executive session pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 9:15 a.m. until 10:24 a.m.

Ms. Seeber and Mr. Thomas entered the meeting during the executive session.

Upon reconvening, Mr. Taylor announced that no action had been taken during the executive session.

There being no further business to come before the Personnel Committee, on motion made by Mr. Simpson and seconded by Mr. Dickinson, Mr. Taylor adjourned the meeting at 10:25 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board